

Town Administrator
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Town of Carlisle

Office of

BOARD OF SELECTMEN

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Land Use Pre-submission Conferences

Policy Statement

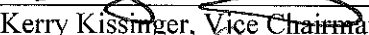
The Carlisle Board of Selectmen endorse this policy to be effective as of 6/27/17. The purpose of this policy is to provide a coordinated and efficient review process for any non as-of-right land use application that would create two (2) or more new building lots or housing units, or a new non-residential use within the Town of Carlisle. To assist with this coordination a Pre-submission Conference shall be held with the appropriate land use administrators, representing Board of Health, Conservation, Planning, Zoning/Building, Housing and Historic, and the Applicant prior to submitting a formal application. The Pre-submission Conference is intended to help to identify issues, concerns and possible remedies at the earliest stage in the development process. This will help to prevent duplication of efforts, avoid unnecessary costs to both the Town and Applicant and provide subsequently for a more efficient formal application and/or presentation to the appropriate permitting authorities.

A land use department Administrator first notified of a potential application will advise the Applicant of the Town's Pre-submission Conference Policy and schedule a meeting with the appropriate land use Administrators at everyone's earliest convenience but no later than two weeks following the initial contact. Any such Administrator may determine that their attendance is not required. The Applicant may invite other professionals to attend this conference. Additional meetings may be scheduled depending upon the complexity of the development.

Pre-submission Conferences shall not be considered open meetings as defined by MGL c. 30A, ss. 18-25. Such meetings shall not take the place of any other pre-submission requirements of the rules and regulations of individual land use boards or department, unless that board or officer decides that it is proper and efficient to waive said requirements for that individual application. Decisions or recommendations of a Pre-submission Conference are not legally binding, nor will they alter any other requirements of state or local statutes or bylaws.

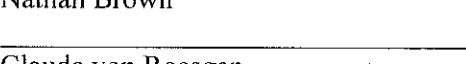
BOARD OF SELECTMEN


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